Loan Name	
SBA Loan Number	Approved Amount \$
Lender Name	Current Balance \$
Approval Date	Funding Date
Guaranty Fee Due	Guaranty Fee Paid
Reviewer Name	Review Date
Check any of the following that apply to this loan	-
☐ Current ☐ Past Due/Delinquent ☐ EPC/OC ☐ Franchise Use of Proceeds	☐ Liquidation ☐ Rental Property ☐ Debt Refinancing ☐ Change in Ownership
Inventory Working	Capital Machinery/Equipment
Furniture/Fixtures Purchase	
	Id Improvements Other
Other Other	Other
1. SBA Form 912, "Statement of Personal Heapplicable loan participant, and all loan ap of good character. (13 CFR §§120.110(n), 191) ✓ Personal histories required from all principals; Subpart A, Chapter 6, Paragraph 4.d.; or altern SBAExpress/Community Express (SBAExpres Guides) and ✓ No Associate is incarcerated, on probation, or crime(s). (13 CFR §120.110(n); SOP 50 10 4e)	oplicants and Associates are (13 CFR §120.191; SOP 50 10 4e, nate SBA Form 1919 for sss/Community Express Program parole, or indicted for specified
 Size determinations were correct and analypolicy. (13 CFR §120.100(d)) ✓ Business is small via size determination as of the loan and any possible affiliation has been in SBC, NAICS code, size standard, annual recein conclusion); (SOP 50 10 4e, Sub A, Chap 2, Fill of there are any affiliates, determination that but SBA's size standards (primary industry of affiliated standard for that industry, affiliate group's comemployees, size conclusion). (SOP 50 10 4e, Standard for the size conclusion). 	the date of the lender's approval of dentified (primary industry of pts or employees of SBC, size Para 2.f.; Sub A, Chap 3) and usiness and affiliate group meet liate group, NAICS code and size abined annual receipts or
3. Written evidence that credit is not otherwiconsidered unreasonable without guarante §120.101; SOP 50 10 4e, Sub A, Chap 2, Para 3)	
4. Personal resources test was applied and en policy. (13 CFR §120.102; SOP 50 10 4e, Sub A (Applies to gross liquid assets of each proprietor, g owning 20% or more of business, each limited liab stockholder with 20% or more ownership, and own	, Chap 2, Para 4) general partner, limited partner pility company owner, each

5.	Business is a for-profit, domestic operation. (13CFR §120.110; SOP 50 10 4e, Sub A, Chap 2, Para 8) ✓ The following businesses are not eligible, unless certain exceptions have been met: Non-Profit (13 CFR §120.110(a)); Engaged in lending (§120.110(b)); Passive holder of real and/or personal property (§120.110(c)); Life insurance company (§120.110(d)); Located in a foreign country (§120.110(e)); Pyramid sales distribution plan (§120.110(f)); Engaged in gambling (§120.110(g)); Illegal (§120.110(h)); Restricted membership (§120.110(i)); Government-owned (§120.110(j)); Engaged in promoting religion (§120.110(k)); Consumer or marketing cooperative (§120.110(l)); Engaged in loan packaging (§120.110(m)); Lender or CDC ownership (§120.110(o); Sexually prurient in nature (§120.110(p); With associate engaged in political or lobbying activities (§120.110(r)); or Speculative (§120.110(s)).	Yes	No 🗌	
6.	No prior loss to the Government from prior federal financial assistance demonstrated by loan applicant(s). (13 CFR §120.110(q); SOP 50 10 4e, Sub A, Chap 2, Sec 8.q.)	Yes	No	
7.	All EPC/OC conditions have been met. (13 CFR §120.111; SOP 50 10 4e, Sub A, Chap 2, Para 9) ✓ Written lease plus options for term of loan, and subordinated to loan; (§§120.111(a)(3), 111(a)(4)) ✓ Assignment of rents paid; (§120.111(a)(3)) ✓ OC is co-borrower or guarantor, and, if loan includes working capital, OC must be a co-borrower; (§120.111(a)(5)) ✓ Each 20% or more owner of EPC or OC is personal guarantor (trustee executes on behalf of trust); (§120.111(a)(6)) ✓ Lease payment is no greater than debt payment plus reasonable property maintenance; (§120.110(c) investment property prohibition) ✓ 100% of space is leased by OC directly from EPC; (§120.110(c) and SOP 50 10 4e, Sub A, Chap 2, Para 9) and ✓ If EPC is a trust, additional conditions have been met. (§120.111(b))	Yes	No 🗍	N/A
8.	Proceeds fund sound business purposes. (13 CFR §120.130) ✓ (Proceeds are not eligible for payment or distribution to Associates (owner) of the applicant (business) (except for ordinary compensation for services rendered or interim loan financing); to refinance a Small Business Investment Company debt (13 CFR §120.130(a)); for floor plan financing (13 CFR §120.130(c)); to finance investments in real or personal property acquired and held primarily for sale, lease or investment except for EPC or 100% change of ownership stock purchase (13 CFR §120.130(d)); for the benefit of anyone other than the applicant business (this provision restricts proceeds going to the business owner(s) §120.130(e)); or to pay past-due Federal or state payroll taxes held in trust (13 CFR §120.160(d))	Yes	No 🗍	

9.	All Debt Refinancing conditions have been met. (13 CFR §120.201; SOP 50 10 4e, Sub A, Chap 2, Para 12)	Yes	No	N/A
	 ✓ Creditor(s) to be paid are not in position to sustain loss. (13 CFR §120.201) ✓ Existing debt to be refinanced is not on reasonable terms. (SOP 50 10 4e, Sub A, Chap 2, Para 12.a.) 			
	 Refinancing provides a substantial benefit to the small business: (Para 12.a.) For long-term debt, the business must receive a permanent substantial benefit, which is defined as at least 20% improvement to the company's cash flow & for multiple debts, the change in debt service burden (cash flow requirement) of each debt must be determined & no refinanced debt can have a higher debt service requirement after refinancing; (Para 12.a.(1)) and If short-term debt (including credit card debt), balloon payment notes & interest only 			
	debt, substantial benefit is presumptive; (Para 12.a.(2)-(4)) ✓ If long-term debt, the need for the business to receive a lower debt service			
	requirement is justified. (Para 12.a.(1))			
	 ✓ If short-term debt (including credit card debt), documentation confirms that the debt was used for legitimate business purposes of the applicant. (Para 12.a.(2)) ✓ Existing debt is not SBA guaranteed debt. (Para 12.d.) 			
	✓ Existing debt is not SBIC debt. (Para 12.g.(1))			
	✓ Existing debt is not third-party financing for an existing 504 project. ((Para 12.g.(4))			
10.	All occupancy percentage and proceed requirements are met when the	Yes	No	N/A
	loan proceeds were used to acquire, build or renovate real property and	Ш	Ш	Ш
	borrower does not occupy 100%. (13 CFR §120.131) ✓ For construction of a new building <u>with</u> residential and/or rental space, the borrower/OC: (§120.131(a); Procedural Notice 5000-703):			
	• Can occupy at least 60% of the rentable property immediately and must continue to occupy no less than 60% of the rentable property for the term of the loan;			
	Can lease long term, no more than 20% of the rentable property to 1 or more occupants; and			
	 Must plan to occupy within 3 years some of the remaining rentable property not immediately occupied or leased long term and occupy within 10 years all of the rentable property not leased long term. 			
	✓ For acquisition, renovation or reconstruction of an existing building <u>with</u> residential and/or rental space, conditions: (13 CFR §120.131(b))			
	 Allow the borrower/OC(s) to lease out up to 49% of rentable property; and Do not allow proceeds to be used to remodel or convert the space to lease out. 			
11.	All change of ownership eligibility guidelines have been met. (13 CFR §120.202)	Yes	No	N/A
	✓ Justification of change of ownership documented in file (must be reasonable need for change; such as, preservation of business existence or promotion of its			
	sound development. (SOP 50 10 4e, Sub B, Para 3.a.) ✓ Evidence of arms-length transaction through a business valuation. (SOP 510 10			
	4e, Sub B, Para 3.b.(a) ✓ If buyer and seller are related, valuation is through an independent third party			
	(SOP 50 10 4e, Sub B, Para 3.d.) ✓ Reason for sale is identified (SOP 50 10 4e, Sub B, Para 3.b.(3)			
	•			

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12.	Loan is not a piggyback (more than one loan at or about the same time for the same purpose, with the SBA loan in junior lien position). (Policy Notices 5000-931 dated October 1, 2004; 5000-938 dated December 17, 2004)	Yes	No	N/A
13.	Franchise is eligible by SBA requirements (13 CFR §120.103(g); and SOP 50-10(4)(e), Sub A, Chap 3, Para 3(e) and Chap 5, Para 6(f))	Yes	No	N/A
14.	Principal(s) are eligible citizens or have eligible non-citizen status, exclusive of 912 issues already cited (13 CFR §120.110(e); SOP 50 10 4e, Sub A, Chap 2, Para 15.h.) ✓ Status is U.S. citizen, Naturalized Citizen, or one of the following: ✓ Legal Permanent Resident (LPR or immigrant, also known as Permanent Resident Alien) with current/valid INS documents in file for any alien who owns 20% or more of the business (primary document evidencing INS status is INS Form I-551); and evidence that lender has verified INS status of each alien with INS Form 845; (Para 15.h.(3) and (4)) ✓ Non-Immigrant Aliens, (persons admitted to the U.S. for a specific purpose & for temporary period of time) with current/valid INS documents in file permitting them to reside in the U.S. legally; evidence that lender has verified INS status of each alien; evidence that separate continual & consistent management (in addition to the owners) exists & will continue indefinitely (management must be U.S. citizenship or verified LPR status): management must have operated the business for at least one year prior to the application date; and pledge collateral within the jurisdiction of the U.S. sufficient to pay the loan any time during its life; (Para 15.h.(6) and (7)) or ✓ Foreign Nationals (non-citizens who reside outside the U.S.) or Foreign Entities (businesses, organizations, etc. based in another country) (p 70-3 & 70-5) that operates primarily within the U.S.; pays taxes to the U.S.; and uses American products, materials, and labor; evidence that separate continual & consistent management (in addition to the owners) exists & will continue indefinitely (management must be U.S. citizenship or verified LPR status); management must have operated the business for at least 1 year prior to the application date; and pledge collateral within the jurisdiction of the U.S. sufficient to pay the loan any time during its life. Para 15.h.(5) and (7))	Yes	No	
15.	No actual or apparent conflicts of borrower and/or lender interest detected (13 CFR §120.140).	Yes	No	

16.	an meets <i>program-specific</i> eligibility requirements/restrictions for delivery method under which loan was approved: <u>LowDoc</u> If loan approved as LowDoc delivery method: (SOP 50 10 4e, Appendix 5):	Yes	No	N/A
	• No more than 25% of proceeds are repaying same institution debt; PLP If loan approved as Preferred Lender Program (PLP) delivery method: (13 CFR §120.450-455; SOP 50 10 4e; Sub D, Chap 3, Para 7.a.)			
	• Applicant is not agricultural, farm, fishing, shore operations, medical facilities including residential care, mines, doing business in foreign countries, or teaching, instructing, counseling or indoctrinating religion or religious beliefs (SOP 50-10(4)(E), Subpart D, Chap 3, Para 7.a.(3));			
	 Applicant does not have any other outstanding SBA loans which are not current (SOP 50-10(4)(E), Subpart D, Chap 3, Para 7.a.(4)); and 			
	 Proceeds do not finance more than 90% of the actual cost of real estate acquired or new business capital needs (SOP 50-10(4)(E), Subpart D, Chap 3, Para 7.a.(4);. 			
	SBAExpress If loan approved as SBAExpress (SX) delivery method: (SX			
	Program Guide, Para 5.)			
	• Applicant is not agricultural, farm, fishing, shore operations, medical			
	facilities including residential care, mines, doing business in foreign			
	countries, teaching, instructing, counseling or indoctrinating religion or			
	religious beliefs (Para 5.A.(2)); • Any other outstanding SBA loans of applicant are current (Para 5.A.(5)(a));			
	 Any other outstanding SBA totals of applicant are current (r ara 5.A.(5)(a)), Any same institution debt being refinanced has been current for at least the 			
	last 36 months (Para 5.A.(3));			
	 Proceeds do not finance more than 90% of the actual cost of real estate 			
	acquired or new business capital needs; (Para 5.A.(5)) and			
	• Proceeds do not guarantee or fund a letter of credit (Para 5.A.(5)(j)) (except			
	under Export Express).			
	<u>CommunityExpress</u> If loan approved as CommunityExpress (CX) delivery			
	method (CX Program Guide, Para 7 and 9):			
	 Applicant is located in lender-designated geographic area, or otherwise 			
	meets eligibility demographic (woman, veteran, minority); (Para 6)			
	Borrower has received pre- and post-closing technical and management			
	assistance facilitated by lender; (Para 7)			
	 Applicant is not agricultural, farm, fishing, shore operations, medical facilities including residential care, mines, doing business in foreign 			
	countries, teaching, instructing, counseling or indoctrinating religion or			
	religious beliefs; (Para 9.A.(3)			
	 Any other outstanding SBA loans of applicant are current; (Para 9.A.(6)(a)) 			
	 Any same institution debt being refinanced has been current for at least the 			
	last 36 months; (Para 9.A.(4))			
	• Proceeds do not finance more than 90% of the actual cost of real estate			
	acquired or new business capital needs, (Para 9.A.(6)(c)) and			
	• Proceeds do not guarantee or fund a letter of credit (Para 9.A.(6)(j)).			

List below all collat								
	teral that	t was tak	en to secur	e the loar	i:			
Item	Marl	tet Value	Perce	entages	Prio	r Liens	Liquidati	
Commercial Real Estate	Per CM	Adj Val	Per CM	Adj Val	Per CM	Adj Val	Per CM	Ad
Machinery & Equipment								
Furniture & Fixtures								
Accounts Receivable								
Inventory								
Vehicles								
Investment Real Estate								
Personal Residence								
Other								
TOTAL								
ADJUSTED TOTAL								
Loan Amount								
Fully Secured (Shortfall) Per CM								
Fully Secured (Shortfall) Adjusted								
If loan was not ful additional collatera List below all avail Item	l? (13 CF	R §120.150	O(h))		secure th	- L	Yes No]

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20.	Lender has verified the borrower injection prior to disbursement. (13 CFR §120.410(a)) Normal documentation might include evidence that outside cash has been moved into the business after the loan acceptance, by examples such as ✓ cleared checks & bank statements prior to disbursement, ✓ evidence of business account deposit, ✓ HUD-1, ✓ attorney certification, ✓ paid invoices, or ✓ other evidence. Borrower promissory notes, gift letters or financial statements are not sufficient.	Yes	No	N/A
21.	Any required appraisals and environmental assessments on primary collateral have been obtained and meet conditions outlined in authorization and/or credit memo (13 CFR §120.160(b); SOP 50-10 4e, Sub A, Chap 5, Para 3, 7)	Yes	No	N/A
22.	Flood insurance determination has been made via FEMA Form 81-93, and flood insurance obtained when necessary. (13 CFR §120.170; (SOP 50-10 4e, Sub A, Chap 5, Para 6(b))	Yes	No	N/A
23.	All other required insurance has been obtained. (13 CFR §120.160(c); (SOP 50-10 4e, Sub A, Chap 5, Para 4)	Yes	No	N/A
24.	Evidence that all required IRS tax transcript(s) have been obtained and reviewed (13 CFR §120.410(a); SOP 50-10 4e, Sub A, Chap 6, Para 4.f.) Lender has followed SBA policy to obtain IRS tax transcript(s) when applicable, and IRS tax transcript(s) and borrower's or seller's tax return or financial statements have been compared to verify that no substantial discrepancies exist	Yes	No	N/A
25.	Evidence that the loan proceeds were used for purposes defined in the loan authorization. (13 CFR §120.410(a)) Lender's SBA Form 1050 disbursements are supported by proof of asset acquisition including closing statements, paid invoices when reimbursing the borrower, or other verifiable proof of purchase, or deposit of working capital funds into the borrower's operating account.	Yes	No	
26.	Stand-by agreements have been obtained and properly executed, when applicable. (13 CFR §120.410(a))	Yes	No	N/A
27.	Evidence that lender performed a site visit or engaged in other intensive servicing activities when loan became 60 days past due or otherwise indicated reasons for elevated concern. (13 CFR §120.410(a))	Yes	No	N/A

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28.	Lender had prior written SBA approval for the following servicing & liquidation actions: (13 CFR §§120.513, 540)	Yes	No	N/A
	 ✓ Any action that would create a conflict of interest or confer any preference on the lender in collection or lien position with respect to SBA's position or the shared SBA/lender position on the guaranteed loan; (13 CFR §§120.453,513(a); SOP 50 10 4e, Sub D, Chap 3, Para 9; SOP 50 51 2a, Chap 10, Para 5.b.(1)) ✓ Accept a compromise settlement for less than the full amount due of the principal loan balance; (13 CFR §120.513(e); SOP 50 10 4e, Sub D, Chap 3, Para 9; SOP 50 51 2a, Chap 10, Para 5.b.(2)) ✓ Acceleration of the maturity of Note; (13 CFR §120.513(c) ✓ Acquire environmentally impaired property; (13 CFR §120.453; SOP 50 10 4e, Sub D, Chap 3, Para 9, SOP 50-50 4, Chap 6, Para 5(4)(c); SOP 50-51 2, Chap 10, Para 5) ✓ Transfer of the loan to another lender; (SOP 50-50 (4) Chap 6, Para 5(4)(d); SOP 50-51(2) 10-11) ✓ Title property in the name of the Agency; (13 CFR §120.453; SOP 50-51 2 Chap 10, Para 5) or. ✓ Incurring litigation legal fees exceeding \$5,000; (SOP 50-50 4, Chap 4, Para 11.b., SOP 50-51 2, Chap 10, Para 5.f.; Litigation SOP for \$5,000, Chap 4, Sec 			
29.	11b, Chap 10, Sec 5f, and Chap 8 Sec 22b). Lender has provided notice to SBA upon classification of the loan into "liquidation." (SOP 50 51 2A, Chap 8, Para 5; For PLP lenders, Chap 10, Para 5c(1)	Yes	No	N/A
30.	Lender has a written liquidation plan. (SOP 50 51 2A, Chap 10, Para 5f(1))	Yes	No	N/A
31.	Evidence that, upon placing the loan in liquidation, lender performed timely site visits and took reasonable steps to secure the collateral. (SOP 50 51 2A, Chap 8, Para 8; For PLP Lenders Chap 10, Para 5d(2) - PLP)	Yes	No	N/A
32.	Current appraisals were used by the lender to evaluate liquidation collateral. (SOP 50 51 2A, Chap 16, Para 3b)	Yes	No	N/A
33.	If a liquidation case where title of property was taken, was an environmental review done prior to the acquisition of title? (SOP 50 51 2A, Chap 6, Para 2h, 15, 16)	Yes	No	N/A
34.	Lender has forwarded all recoveries on repurchased loans within 15 days of receipt. (SOP 50 51 2A, Chap 8, Para 24b, 25; Chap 10, Para 5j(3)(a))	Yes	No	N/A
35.	The Wrap-Up Report has been completed and submitted to SBA when lender has determined the loan will not be fully repaid after all worthwhile collateral has been liquidated and no further recoveries are anticipated within a reasonable time. (For PLP Lenders SOP 50 51 2A, Chap 10, Para 5 n(1); For LowDoc Lenders Chap 10, Para 1.p.)	Yes	No	N/A

DESCRIBE/EXPLAIN ANY "NO" COMPLIANCE ANSWERS.

ATTACH ADDITIONAL PAGES AS NECESSARY.

36.	Repayment assessment. (13 CF	R §120.150(a), (c)-(e), (i))		
	DSC Ratio	Credit Score(s)	_	
Desc		ach to evaluation of repayment al		
	s lender's repayment decision ro y explain any "No" answer. (13		Yes	No

37.	Capitalization assessment. (13 CFR §120.150(f))						
	Debt/Net Worth Ratio						
Desc	Describe and assess lender's approach to evaluation of business capitalization.						
Was Fully	lender's capitalization decision reasonably sufficient? explain any "No" answer. (13 CFR §120.410(a))	Yes	No 🗌				

38. M	anagement assessm	ent. (13 CFR §120).150(b))				
Describ	Describe and assess lender's approach to evaluation of management ability.						
Was len Fully ex	der's management plain any "No" ans	ability decision swer. (13 CFR §12	reasonably	sufficient?	Yes	No	

39.	Collateral perfection/closing re	equirements. (13 CFR §120.15	0(h))			
Descr	Describe and assess lender's closing and collateral perfection activities.						
Were Fully	lender's closing activities reaso explain any "No" answer. (13 CI	nably sufficien	nt?	Yes	No		

40.	Monitoring <u>current</u> creditworthiness (within the last 12 months) §120.150(g))	. (13 CF	FR				
Describe and assess lender's approach to monitoring borrower's current creditworthiness.							
	lender's monitoring of continued creditworthiness reasonably cient? Fully explain any "No" answer. (13 CFR §120.410(a))	Yes	No				

41.	Intensive servicing/liquidation activities. (as applicable) (13 CFR	§120.41	0(a))			
Describe and assess lender's approach to intensive servicing or liquidation.						
Were suffic	e lender's intensive servicing/liquidation activities reasonably cient? Fully explain any "No" answer. (13 CFR §120.410(a))	Yes	No			